

FutureFoodS Call 2024

„Transforming Food Systems - reshaping food system interactions, fostering food innovations and empowering sustainable food choices“

Question and Answers Document

Webinar 21st November 2024



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General Questions

Q: Where we can find PIC Number? Does each Partner need to have one?

A: The PIC number can be found here: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>. If you want to participate in a European call for proposals, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC).

Q: Who is the contact point for this call?

A: All the contact points can be found in [Annex B](#) of the Call Announcement. Follow this link to find the call documents: <https://futurefoods.ptj.de/call1>

Q: What are the three dimensions of sustainability?

A: Projects should take all three dimensions of sustainability (environmental/ economic/ social incl. nutrition and health) into account, but are not obliged to address all dimensions to the same extent.

See also: [Sustainable food systems: Concept and framework \(fao.org\)](#)

Q: When estimating the TRL level, we are asked to give the TRL level we want to reach by the end of the project, right?

A: The TRL level is meant as the range of TRL that your project will touch upon, meaning if you start with TRL 4 and will reach TRL 6 at the end, please state the range 4-6.

Q: In terms of the food systems approach, would a local food system count (e.g. focused on a particular region/district) or do you have a preference for food-product focused systems?

A: Yes, a local food system would count.

Q: Please can you still define more precisely what do you mean by European context. Can the projects concentrate on specific European contexts, e.g. Nordics, Eastern Europe or Southern Europe?

A: These is a transnational call striving to bring partners from all over Europe together. Depending on the topic this could of course also be with focus on the Nordics, Eastern Europe or Southern Europe.

Q: Will the coming calls differ significantly in relation to topic from the current call?

A: There is no call text for future calls yet. It certainly makes sense to incorporate important developments and events into future calls and therefore remain flexible.

Q: Is the evaluation national (a national commission for all national submissions) or international (an international commission for all international submissions)?

A: All eligible proposals will be evaluated by an International Expert Panel (=IEP). Each proposal will be evaluated by a minimum of three IEP members. They will apply evaluation criteria and score the pre-proposals and full-proposals as described in section 7.2 (of the Call Announcement), respectively. The IEP consists of international experts in the fields covered in the topics of the co-funded call. Members of the IEP will evaluate each proposal according to the evaluation guidelines (see section 7 of Call Announcement.)

Q: Do you expect proposals to produce effects and impacts in all the partners' countries or could they jointly collaborate to produce impacts in only one?

A: We expect the projects to produce effects and impacts in all the partners' countries and to show European added value in general.

Q: Should we graphically display our theory of change as it is given in the example scheme in Annex?

A: A graphic would be nice, but if you can explain it sufficiently by text, this is also fine.

Q: Can pre-eligibility checks be done by contact points before submission of preproposals?

A: The contact points can only advise, a real pre-eligibility check is not foreseen. Please ask your national/regional contact points for advise.

Q: Where do I find help to judge whether my chosen topic falls in the scope?

A: Please contact your national/regional contact point to discuss your chosen topic. Please keep in mind that in the end the evaluators will evaluate your proposal.

Funding Process and Budget

Funding rate and funding scheme:

Q: What is the funding rate for industries / SMEs—100% or less?

A: This question can't be answered in a general way. Therefore, please consult in Annex I the respectively national/regional rules or get in contact with the respectively national/regional contact point.

Q: What is the overall funding rate, and are there different rates for universities, research organisations, private companies, and large industrial partners?

A: The funding rate depends on the National/Regional regulations which you find in Annex I.

Q: Are the projects co-funded or fully funded through this call? What is the percentage of co-funding, if any?

A: The call is a co-funded call, but this means that the funding provided by the participating funding organisations is co-funded by the European Union. The funding rate for the project applicants depends on the National/Regional regulations. Please have a look at Annex I.

Q: Is it mandatory for all partners to contribute a certain percentage of their own funding (own contribution)?

A: No, this depends on the National/Regional regulations. Please have a look at Annex I.

Q: Will project funding come solely from the coordinator's /national or regional funding organisation, or from multiple organisations across the consortium?

A: The coordinator and each partner will be funded through their respective funding organisation. This funding organisation has to be chosen and indicated by the corresponding partner in the submission tool. Funding contracts will be done between the coordinator and the specific funding organisation and the partner and specific funding organisation bilaterally once the proposal has been selected for funding.

Q: Will international partners receive funding from their own funding organisations or from the coordinator's funding organisation?

A: Each partner eligible for funding and requesting funding from one of the funding organisations involved in the call will receive funding from the funding organisation the partner is asking funding from. Partners not eligible for funding (=associated partner) need to bring their own contribution in-kind without receiving funding. Partners or associated partners do not receive the funding from the coordinators funding organisation.

Q: For a consortium with three partners from different countries, the total budget will be funded by three different national/regional funders, correct?

A: Yes

Q: If the funding body rejects a partner, is the entire project cancelled?

A: If one project partner asking for funding does not comply with the eligibility criteria, the whole project will be rejected.

Q: Can the project budget and partners be revised in the second stage of the application process?

A: The information given in the pre-proposals is binding and thus, no changes are allowed, unless in case of force majeure or explicitly requested by the evaluator, a funding organisation or the call board. However, all changes must comply with the requirements of the call and the respective funding organisation. (Further details see Call Announcement, page 23ff)

Q: If one country's national agency can only fund a limited number of partners, how does it affect the project? (e.g., when multiple partners from one country apply and only some get funding)

A: It will not be the case that within one project some project partners from a certain country will receive money and other partners from the same country won't. The funding decision is taken on project basis. Either there is enough money for all eligible partners from the same country in one project or the whole project cannot be funded.

Q: What happens if only 3 out of 4 countries in a consortium have funding available due to budget constraints?

A: The selection of full proposals follows strictly the ranking list and the availability of funds: If one of the funding organisations has no money left the whole proposal won't be funded.

Budget

Q: What is the maximum overall project funding? Is it the sum of the individual national funding limits?

A: There is no overall maximum funding limit for a project. Some funding organisations have set limits for the applicants. In applying research consortia where all funding organisations have set limits for their applicants, the sum of these limits is theoretically the funding limit for the project.

Q: Is the available funding by national funding organisations limiting the possible number of successful applications i.e. if a national budget is small, does that mean only a few projects will be funded, or is the indicated budget not the total available from a funding organisation?

A: Yes, the availability of funds from a national/regional funding organisation is limiting the number of projects this funding organisation will be able to fund. A certain amount of additional funding is available via the EC co-funding the call.

Q: Do we need to follow both EU financial regulations and those of the co-funding organisations?

A: Funding contracts will be negotiated and signed between you and your funding organisation, so you have to follow the rules of your respective funding organisation.

Q: Is there a range or an expected budget per proposal?

A: There is no expected range. The project budget must fit to the size and content of your project. Please be aware of Annex I, where you can find the rules of each funding organisation.

Q: Is there a separate funding limit for each applicant from a different country in the consortium? If a country with a lower funding limit is involved, is it favorable that an applicant from a country with a higher funding limit should be the coordinator?

A: The funding limit is set by each funding organisation and outlined in Annex I. The coordinator can be requesting funding from any funding organisation within the limits outlined in Annex I.

Q: Is there additional funding for the project coordinator outside the national funding?

A: No, there is no additional funding for the project coordinator beyond the national funding. However, some funding organisations allow higher funding limits if the applicant is coordinator of a proposal. Please have a look at Annex I for details.

Q: Is there a minimum or maximum budget for the consortium or individual partners? Are there any budget limits for each partner or only for the consortium as a whole?

A: There is no overall maximum or minimum funding limit for a project. Some funding organisations have set limits for the applicants. Please refer to Annex I for more details.

Q: How is "Total Person Months" (PM) calculated? Should it include both paid and unpaid contributions, such as the time professors contribute without receiving project staff payments? Do "Person Months" refer to project staff (funded by the project), or should they include the time the project coordinator and other participants will devote to the project?

A: A person month is a unit of measurement representing the amount of work one person completes in one month. For example, if a task takes 3 person months, this means it would take one person three months or three people one month to complete. The total Person months we ask in the submission tool are for the organisation of the coordinator (or the partner) and include all the persons from your organisation, the funded ones as well as the in-kind contributions. The total person months should account for all individuals and tasks from your organisation, whether funded or in-kind, and each partner in the consortium should report the person months for their own organisation.

Q: Is funding tied to the principal investigator, or is it distributed based on the consortium's overall funding from different countries?

A: The funding contracts are always bilateral between a funding organisation and a partner or the funding organisation and the coordinator. The funding is paid directly from the funding organisation to the partner (incl. coordinator) and not via the coordinator to the partner.

Q: Is the funding received directly from the respective national funding organisations?

A: Yes!

Partner Types

Q: If an NPO in Austria cannot apply directly due to the funding agency only accepting research institutions, can it still be part of a proposal?

A: Partner that are not eligible to apply for funding can still be part of a proposal – as self-funded associated partner.

Q: Are there specific requirements for the inclusion of certain types of organisations (e.g., universities, private companies, or NGOs)? Can large enterprises also apply for funding? I am not a scientist; I am an entrepreneur. Can I still apply for this call?

A: The rules for the inclusion of certain types of organisations differ between the different Funding Organisations. Please consult Annex I or get in contact with the responsible regional/national contact point (see Annex B)

Ranking and Selection:

Q: How many projects will be selected? What is the success rate, which percentage of submitted proposals will be selected in pre- and full proposal step?

A: The number of projects to be selected is not pre-determined and depends on a variety of factors, such as the available funding, the funding the projects are requesting, and the number of projects. Therefore one cannot seriously predict the number of proposals to be funded or the success rate.

Q: Will the projects be awarded following a portfolio approach to make sure a number of projects is selected for each of the three call topics? Or will they be selected following one ranking list, no matter to which of the three topics they applied?

A: The projects will be selected following one common ranking list.

Consortium Composition

Partners

Q: Can more than one Partner from one country (for e.g. Germany) be part of the same consortium?

A: Yes, but please check Annex I for specific national regional regulations.

Q: Is there a limit to the number of partners that can participate in a consortium?

A: Minimum: There is a minimum of three eligible and funded partners from three different countries. Maximum: There is no rule for setting a maximum number of partners that may participate in a consortium. The number should be appropriate to meet the project goals and should remain manageable, experience from past calls indicates a range of 4-8 partners per project. Please note: These are the general rules stated in the Call Announcement. Please also check the national/regional rules in Annex I.

Q: How many partners from the same country can be included in the consortium?

A: There is no rule for setting out the maximum number of partners from the same country that may participate in a consortium. Please note: These are the general rules stated in the Call Announcement. Please also check the national/regional rules in Annex I.

Q: Is there a desirable number of organisations involved in each participating country?

A: No

Q: Does every consortium need to be aligned with a university or academic institution?

A: No, there is no general rule stating that every consortium needs to be aligned with a university or academic institution. Some funding organisations can only fund specific organisation types. Therefore, please also check the national/regional rules in Annex I.

Q: Can partners be from different organisations within a country, or must they come from a single entity?

A: Partners from one country within a consortium can be from different entities/organisations.

Q: How many people must be part of the consortium overall?

A: There is no general rule about the number of people being part of the consortium – it is always about partners (= organisations): There is the rule of a minimum of three funded partners from three different countries.

Q: What is the minimum number of EU partners needed in total for this proposal? Does the project need to involve a minimum number of EU partners, or can it include only partners from a single country?

A: There is a minimum of three funded partners from three different countries listed in Annex B. Consortia with partners from only one country are not eligible.

Q: Can international organisations with partners across different countries apply? (e.g., "CompanyX" in Sweden, Denmark, Germany).

A: This company is one company – only spread over several countries. It will count as one company.

Industry and Research Balance

Q: How should the ratio between research organisations and non-research organisations be? How high and desirable is the practice-based part in the setting from the overall consortium (expressed in % or other metrics)?

A: There is no general rule for this. The ratio depends on the project and its focus and emphasis.

Q: Do we need to include an industry partner in the consortium?

A: There is no general rule stating that consortia need to include an industry partner in the consortium. The involvement of an industrial partner can bring advantages. In addition it should be kept in mind that the proposals should fully embrace the systems approach as well as the guiding elements described in the Call Announcement. Including Industry Partners can offer benefits in these regards. Please also check Annex I.

European vs. Non-European Partners

Q: Do partners need to be European, or can they be from outside Europe? Are non-EU partners eligible? Can the consortium include partners from different regions or countries outside Europe?

A: Consortium partners can be from Europe and from outside Europe. But only consortium partners from countries mentioned in Annex B can apply for funding. Partners from countries not represented by a funding organisation mentioned in Annex B can take part as self-funded partner (=associated partner.). Please refer to Section 4.3. of the Call Announcement. In addition restrictions apply to legal entities established in Russia, Belarus, or in non-government controlled territories of Ukraine and measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary need to be respected.

Changes to Consortium

Q: Can new partners be added during the second stage of the proposal process? If our proposal is invited for full-proposal, are there any change in consortium members and/or budget possible? Once

the proposal reaches the second stage, is it still possible to select new partners or adjust the project's budget?

A: The information given in the pre-proposals is binding and thus, no changes are allowed, unless in case of force majeure or explicitly requested by the evaluation report, a funding organisation or the call board. However, all changes must comply with the requirements of the call and the respective FOs. (Further details see Call Announcement, page 23ff)

Q: If a partner drops out before submission, can they be removed from the consortium in the portal?

A: Yes, if the partner drops out before pre-proposal submission.

Industry or SME Involvement

Q: As an SME, do I need to find international partners for the consortium, or is that facilitated by the National Contact Points (NCP)?

A: Yes, you need to find partners for a consortium. A partnering tool can be found here: <https://futurefoods.ptj.de/index.php?index=154>

Partner Selection and Eligibility

Q: Who selects the partners for the consortium?

A: That is done by the partners themselves.

Q: Can we participate in two project proposals?

A: Yes, but please have a look at the national/regional regulations in Annex I.

Eligibility

Eligibility of Partners

Q: Is Egypt eligible as a university or SME to join the consortium?

A: A university or SME from Egypt can be part of a consortium as associated partner/self-funded partner, but is not eligible for funding.

Q: Can a non-eligible partner still be part of the consortium?

A: Yes, a partner that is not eligible for funding can still be part of a consortium: as associated partner/self-funded partner.

Q: Can a partner from a country not listed in Annex I (like the Czech Republic or Poland) participate in the consortium?

A: Yes, partner that are not listed in Annex I can still be part of a consortium: as associated partner/self-funded partner.

Q: If a partner is from a country without a national funding organisation participating in the call (e. g. from UK, India, Switzerland, Overseas territories like New Caledonia, Czech Republic, Scotland, Poland, Norway, Egypt) can they still participate, and if so, how?

A: Yes, a partner from a country without a national funding organisation listed in Annex I can still be part of a consortium as associated partner/self-funded partner.

Q: Are only partners from the countries listed in Annex I eligible for participation?

A: Yes, only partners from countries listed in Annex I are eligible to apply for funding.

Q: What does it mean for a country to appear as a "beneficiary" in Annex H? Are only Organisations in Annex H allowed to apply?

A: Annex H lists those organisations which are consortium partners within FutureFoodS and are also allowed to apply for the call. It is mandatory and has relevance for Conflict of interest – but it does not say anything about whether an organisation is eligible for funding under the FutureFoodS Call or not.

Questions related to Funding Organisations (FOs)

Q: What happens if there is more than one funding organisation in my Country? Can partners apply to different FOs in the same country (e.g., Italy with multiple FOs)? Can two Italian partners apply to two different funding organisations for the same topic?

A: In case of multiple possible funding organisations per country, each partner can chose the funding organisation. Different partners (from same country/region) within one consortium can apply to different participating FOs of the corresponding country/region. Each partner of course can only apply to one FO. Please read in detail the national/regional regulations (Annex I) to choose the right funding organisation.

Q: Can two partners from the same country have the same funding organisation? Can two partners from the same consortium be funded by the same funding organisation in the same country?

A: Yes.

Q: What are the criteria for the selection of a FO? For example in Italy, there are 3 eligible to choose from.

A: Chose the Funding Organisation that fits best for you and your proposal. Check which funding organisation does fund which organisation type and Topic. Also check the funding limits. Check Annex I.

Q: If a consortium has three partners from three different countries, will the pre-proposal be evaluated simultaneously by the funding organisations for each country?

A: The proposals will go through an eligibility check on national/regional level – carried out simultaneously by the funding organisations.

Application Process and Proposal Submission



Submission Process and Responsibilities

Q: Must each partner apply for funding through their respective National Funding Organisation (FO)?

A: The coordinator will register first. After registration the coordinator can invite partners: Partners and Coordinators fill their parts in the submission tool, the proposal is only submitted by the Coordinator. But there are funding organisations that ask for additional documents at national/regional level. Please check Annex I.

Q: Is it necessary - additionally to the pre-proposal or full- proposal - to submit a proposal to the national funding authority?

A: There is no general requirement on the call level for this. But there are funding organisations that ask for additional documents at national/regional level. Please check Annex I.

Q: When the project is submitted by the coordinator, will the funding for all partners be requested from the FO of the coordinator's country or from their own respective FOs?

A: After the project has been selected for funding by the Call Board, all partners (incl. coordinator) have to request their funding from the respective FOs.

Q: If the project is submitted by the coordinator, at what point do partners indicate which national funding body they will apply through?

A: During the pre-proposal phase the coordinator will submit invitations to the partners via the submission tool. After the partners have registered, they need to fill in a form which also asks to choose the respective country/funding organisation.

Q: Can an organisation that is currently receiving funds from another Horizon Europe program still submit application?

A: Yes

Topics

Q: How to implement the post-harvest focus of the FutureFoodS Call? (Seems really focused on post-harvesting, how is development/ life cycle /growth of new foods looked at in this call? How can we work on food system without considering agriculture? Topic 1 implies primary production - why is it excluded from the scope? Are only post-harvest projects considered? You mention that primary production is not encouraged if I understood correctly? So nothing related to better plant growth?)

A: The Partnership FutureFoodS sets a clear focus on post-harvest, also in order to be complementary with other Partnerships under Cluster 6 which focus on primary production. Therefore, also the calls have a clear post-harvest focus. In the Call Announcement the following is stated (p.9): „Please note that primary production (on land and sea/water), such as growing food, agricultural production and other specific aspects related to it, as well as diseases related to nutrition and lifestyle are not in focus in this partnership. These aspects are covered in other Horizon Europe partnerships. However, dependencies and impacts related to these aspects may need to be reflected upon in a project to fully embrace a food systems approach.

Choosing a topic

Q: Do we need to choose one topic or can multiple topics be combined in the project? Do we need to choose the topic beforehand when submitting a proposal? Are there any differences in budget among the sub-topics?

A: Every proposal needs to choose one topic out of the three topics offered in this first call. Of course there might be overlaps, but it is recommended to choose the topic which has the highest overlap with the proposal objectives and content. There are no differences in budget, but be aware that some Funding Organisations do not fund all the three topics.

Topic specific questions

Q: In Topic 1, can a project focus on new policy actions, forms of governance and participation of citizens in the food system? Regarding the scope of Topic 1, would food losses in the primary sector fit in this topic or is out of scope. If one wants to do a project focused on food governance can it be done in Topic 1 as well?

A: Please read the topic description and „policy actions“ as well as „collaboration and networking among food system actors“ are mentioned and thus, can be a theme in a topic 1 proposal. Please take into account that primary sector and primary production is not the focus of this call (see question on post-harvest focus). The themes of governance and citizen engagement are more pronounced in topic 3 but not excluded from topic 1.

Q: Topic 2: there is no scientifically broadly harmonised understanding on the descriptor "minimally processed" food. Could you help out here? References?

A: To our understanding, minimally processed food refers to food that has undergone limited processing to make it safe, shelf-stable, or easier to consume, without significantly altering its natural state or adding artificial ingredients or excessive manipulation of the food. You might consider describing the applied description in your project.

Q: Topic 2: How are "**new foods**" defined? Can it be not yet "novel food" approved? If so can the **approval process be included** in the project? Can you be more clear on the **difference between novel and new foods** please? Something not yet approved for large scale retail in Europe but consumed elsewhere in the world, how might that fit in?

A: In the EU, the Regulation (EU) 2015/2283 defines novel foods as those that do not have a significant history of consumption within the EU before May 15, 1997. These foods must undergo a safety evaluation by the European Food Safety Authority (EFSA) before being authorized for sale. Novel foods can be included under the term „new foods“ but the latter is used in a broader sense (e.g. Foods introduced due to trends or technology, such as plant-based meats, alternative protein sources, or lab-grown foods or recently developed or launched food products, such as those made with new innovative ingredients, new flavors, or unique preparations). Please check with your national/ regional funding regulation whether costs for an approval process are eligible and please consider that this might not be included under the given TRL range of this call (TRL 3-7).

Q: Topic 3: What are **social tipping points**? What is meant by this phrase?

A: The term relates to complex systems theory and is similar to a leverage point. One description can be: a social tipping point refers to a critical moment or threshold in a social system or behavior, after which a significant and often irreversible change occurs in how people behave, think, or interact. It is

the point at which a trend, idea, or behavior gains enough momentum to become widespread and accepted by the majority, leading to a shift in societal norms, values, or practices.

Q: Topic 3: What is a **digital food environment**?

A: One description can be as follows: a digital food environment refers to the online and digital spaces where people interact with, learn about, and make decisions regarding food. It includes all the platforms, technologies, and digital channels where food-related information, products, and services are available and accessible, influencing people's food choices and behaviors. Examples are online food delivery and e-commerce, social media, food apps, digital marketing and advertising or virtual food communities etc.

Q: So Topic 3 is not focused on the **health effects of more sustainable diet**? Is it possible to work on projects focusing on **PREVENTING lifestyle diseases** through food within this partnership?

A: Call Announcement (p.9): „Please note that primary production (on land and sea/water), such as growing food, agricultural production and other specific aspects related to it, as well as diseases related to nutrition and lifestyle are not in focus in this partnership. These aspects are covered in other Horizon Europe partnerships. However, dependencies and impacts related to these aspects may need to be reflected upon in a project to fully embrace a food systems approach.”

Questions on content and specific themes

Q: Is research on feed part of the call? Can projects be upcycling or conversion of agricultural or municipal wastes into a new kind of food but for animals and pets? By "food" does it mean only for "human food" or can it also be for "pet food"? Can insect based proteins/lipids be considered in the call if its application is indirectly for humans food, meaning via feed ingredient to growth of fish or poultry etc.?

A: Feed is not the focus of this call and food for human consumption should always be the priority.

Waste

Which topic (1 or 2) is more suitable for a project focused on technological innovations to **reduce food waste in sustainable value chains by valorising by-products**? Does **food waste prevention** fall into any of the topics (since it is an integral part of sustainable food systems)?

A: Food waste/ reduction of food waste is an overarching theme and can be found in all three topics. We advise to carefully read the Call Announcement and match one's project idea with the given descriptions. One suggested R&I aspect of topic 2 is „Developing and experimenting new solutions to valorise by-products and side-streams for food uses in circular food systems“.

Other topic related questions

Q: We noticed that solutions are targeted for the European market. **Solutions outside of the European market** are not supported? I understand that the consortia are from the participating European countries but can the projects be international? (With implications for the European Food System)

A: Due to the nature of the European co-funded Partnership there should be an European added value, which doesn't exclude any additional, international impact.

Q: What do you mean precisely by "**connect with food**?"

A: Please consult with the FutureFoodS SRIA: Sustainable Food Systems Partnership for People, Planet and Climate: STRATEGIC RESEARCH AND INNOVATION AGENDA (SRIA) <https://scar-europe.org/food-main-actions/food-systems-partnership>

Q: **3D printing food** is considered within the topics?

A: Yes, it can be considered.

Q: Proposals related to **Innovative Food Packaging** solutions can be considered in this call?

A: Yes, innovative food packaging can be considered and is for example cited in the topic 2 description.

Proposal

Q: Is the impact plan only needed in the full-proposal step?

A: The Impact Plan consists of two parts: a problem/context analysis and an impact pathway. In the pre-proposal, applicants are asked to perform a problem analysis (see Annex C pre-proposal template). In the full-proposal, applicants will need to provide a complete Impact Plan, including impact pathways, effective outreach and application-driven interactions and strategic planning of scientific and innovation activities.

Q: What is the page limit for the pre-proposal? Do figures count for the page limit of a given section?

A: There is no overall page limit but there are clear limits per section, which are stated in the Annex C (pre-proposal template) and directly in the online submission platform. The number of pages also depends on the number of partners and number of workpackages per proposal and thus varies. Figures do count for the page limit.

Who applies/ submits? What is needed on the national/regional level?

Q: Does this mean that for the preproposal it is only the consortium leader who submits the proposal for the whole consortium and only in the second step the consortium members of the invited projects will submit to the national funders?

A: The coordinator of a pre-proposal will initiate the collaborative work and creation of a proposal in the online submission platform. All partners need to register and fill in their profile data. Only the coordinator can submit the joint proposal when all fields and entries have been made. In the second step a full-proposal is prepared. Most Funding Organisations ask for a third step, being the national/regional contract negotiation. Please be aware that some funders do ask for the submission of pre-proposals or specific items directly at pre-proposal stage. Please consult the respective national/regional regulations (Annex I) and do not hesitate to contact the national/regional contact person in case of further questions.

Q: Regarding the pre-proposal application, each partner (local PI) has to apply in parallel to the respective National funding organisation as well as a Consortium-partner together with the other at least three partners on the call homepage, it is correct?

A: Not all Funding Organisations ask for a parallel submission of a pre-proposal or specific forms or items. Please consult Annex I and do not hesitate to contact the national/regional contact person in case of further questions.

Changes

Q: Is it possible to add a partner to the consortium after the submission of the pre-proposal? Do the partners listed in the pre-proposal have to be the definitive ones in the full-proposal?

A: In general, the info given in the pre-proposal has been the basis for the peer-review evaluation and selection for the second step and is binding. Changes in the consortium composition (i.e. addition, removal and replacement of a partner) can exceptionally be allowed in case of force majeure or if explicitly requested by the Call Board for the particular case. Please refer to the Call Announcement section 6.2 (p.23f).

Q: Is it possible to change the project coordinator's affiliation once the project has started?

A: Formally it is not a person that applies, but the organisation (legal entity) and thus, changing the legal entity means a drastic change. Normally the project would stay with the organisation and somebody else has to take over the role of coordinator.

Q: Does the Pre-proposal need to be validated by the Coordinators legal signatory?

A: There is no obligation for such a validation from FutureFoodS side.

Role of partners/ PI/ coordinator

Q: If there are 2 research groups from the same institution (same PIC), are they 2 partners or just 1?

A: They would be one partner but with different team members.

Q: Can there be a number of different coordinators for different projects from the same organisation?

A: Yes, there is no general rule against applying with more than one proposal. Please double-check whether there are limitations given by national/ regional regulation (Annex I).

Q: Does the PI and the project coordinator have to be the same person? Does the coordinator needs to be the PI or can anyone else of the team register as coordinator?

A: There is no rule saying the PI of a work group also needs to have the coordinating role.

Q: Do the partners also need to submit the proposal, or just the base organisation?

A: The coordinator needs to submit the proposal and all partners will receive an automatic information about the submission.

Other proposal related Questions

Q: Do partners need to receive formal approval by the FO before submitting the proposal?

A: There is no general rule to seek approval by FOs beforehand, but some FOs have specific requirements (please check with Annex I or contact your respective contact point, see Annex B).

Tool

Team members

Q: Under “team-member”, there is a question about “Function”. Is it about the "Function" within project, or in general at the Organisation?

A: A team member’s function should describe the general competence and function in your working group which has relevance for the project at hand.

Q: Are PI from the same Organisation considered as team members or separate Partners?! Are team members possible also for Partners?

A: Anyone from the same organisation is considered as team member. Partners of proposals can also describe team members.

Q: Is a description of team members required?

A: No, it is not mandatory to describe team members.

Taking part in several proposals

Q: If your organisation is part of several proposals, do you only have one organisation account for all proposals, or one account per proposal? What if an organisation applies as part of two consortia (e.g. in one as coordinator in another as partner). Do you still only have one profile? Can an organisation have 1 account as Coordinator and another account as Partner?

A: Every coordinator and partner has one account for each proposal. In case you are involved in 3 different proposals (no matter what role) you will have 3 accounts (you can use the same email address).

Adding partners to your online proposal

Q: Who should register Partners? A Coordinator or should they register themselves? How does the registration of partners work exactly? And will they appear automatically in the finance table once they are registered? And do the partners appear in this list once they are registered? Because right now it’s only two rows.

A: To start a proposal, the coordinator registers her/himself and sets the basis for the proposal. She/he can then add partners and invite them to join. Every invited partner has to register and fill in partner information. Only after accepting the invitation to become a partner and after adding some data this will appear in the proposal and tables.

Tasks for coordinator and partners in the tool

Q: Do Partner need to register and get their login-name?

A: The Coordinator is the first to register. After her/his registration the coordinator can invite partners through the tool. The partner will get an e-mail including a link. Following this link the partner can register and login to the tool and fill her/his part of the proposal.

Q: Do Partners have to fill the financial tables and the financial comments?

A: The Coordinator fills all the financial data for the coordinating organisation and for the partners in the tool, including all financial tables and financial comments. Partner and Coordinator of course need to communicate about this before the Coordinator can enter the data in the tool. Partners can check the entered data in the tool through the “Download proposal” button and get a notification as soon as the coordinator submits.

Q: Does the coordinator need to submit once per project or once for every partner?

A: The Coordinator needs to submit a project only once, not separately for each partner. Of course the same project proposal can be submitted several times until the deadline, the newer version will than replace the older version.

Other tool related questions

Q: Does the research office have access to the submission platform to view applications submitted by their researchers?

A: Only those persons have access to a proposal who have the login and password data.

Q: Do you get an email notification once the project was successfully submitted?

A: The coordinator gets an immediate notification within the online submission platform. All partners receive an automatic email notification.

Q: Is the system set on an only submission, or is it possible to submit successfully and only the latest submitted version is considered? Can we submit drafts and then resubmit (overwrite) till final submission

A: It is possible to submit and re-submit until the deadline without limitation. Only the latest submitted version is considered.

Partnering tool

Q: Is there any matchmaking collaboration platform where we can discuss with potential partners on project ideas? How do I find partners?

A: We are offering a partnering tool, where one can post offers and requests:
<https://futurefoods.ptj.de/index.php?index=154>

Q: On your website, under partnering, does the offers show up on the list immediately or it takes time?

A: The Call Office needs to check and approve all entries before publication. Entries are checked and published in a timely manner, normally within hours.